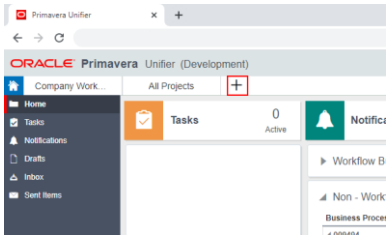
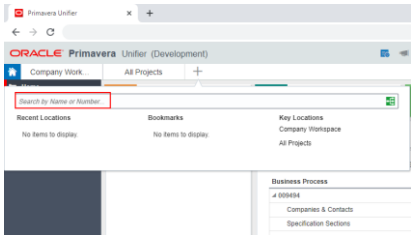
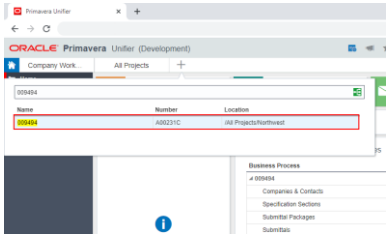
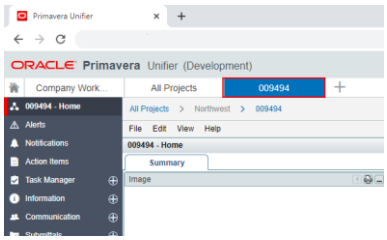
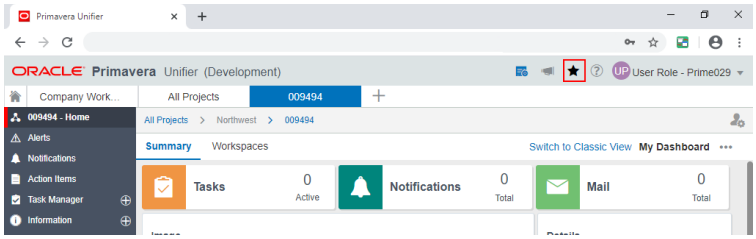
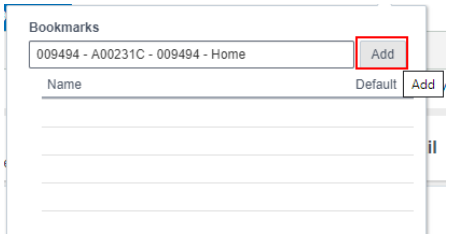
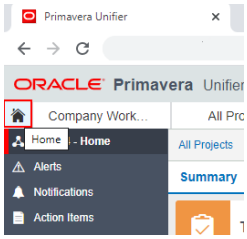
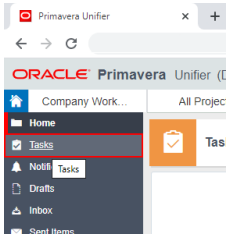
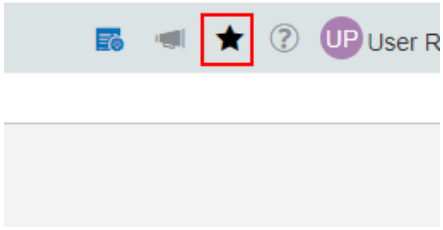
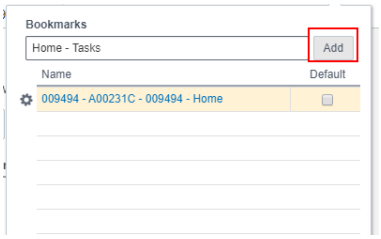
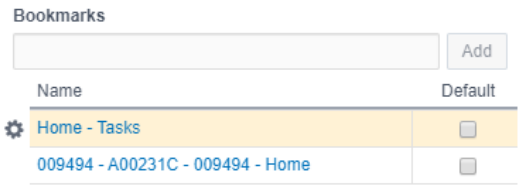
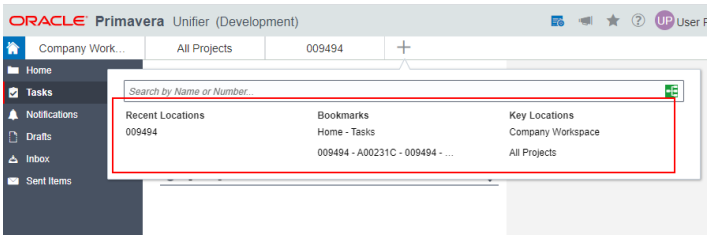
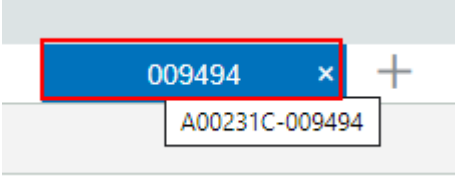
Project Shells-1: Locating Project

Step	Action
1.	Click **"+'** to add a new project tab**.** 
2.	Enter the WSDOT six digit contract number into the search field. Enter a valid value e.g. "**009494**". 
3.	Only projects you have access to will show on the list. Click to open the **Project.** 
4.	The **Project** is open and a new project tab is located at the top. Click to continue. 

Step	Action
5.	Click the **Bookmark** icon. 
6.	Click **Add** to create a bookmark. 
7.	Click the **Home** icon. 
8.	Click **Tasks**. 
9.	Click the **Bookmark** icon. 

Step	Action
10.	Click **Add** to create a bookmark to your home tasks menu. 
11.	View your **Bookmarks.** Enter to continue. 
12.	Click the **New Tab** icon.
13.	Note **Recent Locations, Bookmarks** and **Key Locations** appear in the search window. Click an item shown in **Recent Locations, Bookmarks** or **Key Locations** to go to that location. Click 009494. 
14.	Click to finish topic. 

Step	Action
15.	**End of Procedure.**